

CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE
DRUG-FREE WORKPLACE POLICY

It is the policy of the City of Richardson to maintain a safe, drug-free work environment for its employees, conducive to effective city government operations, and to make a good faith effort to comply with the Federal Drug-Free Workplace Act of 1988, as amended. All personnel, equipment, and operating practices, at any and all places the work and services of the City are performed, are required to be consistent with the highest standards of health, productivity, and safety.

As a public employer, the City is entrusted with the health and safety of its citizens. The presence of drugs and alcohol in the workplace and the influence of these substances on employees during working hours is inconsistent with effective government. Therefore, the City will conduct substance abuse testing in the following instances: pre-employment; post-accident; and/or for reasonable suspicion. (Random testing is not included in this policy, except in the Police Department, in accordance with their procedures.)

The unlawful use, possession, distribution, dispensation, provision, sale, or manufacture of any controlled substance, dangerous drug, alcohol, inhalant, or performance altering substance (or having such illicit substances in his/her system, or the smell of such on his/her breath), while on duty, on call or standby, while wearing a City uniform, in a City vehicle, or on City owned property, is strictly prohibited. Any employee who violates this policy is subject to disciplinary action, up to and including dismissal. An employee who is taking medication prescribed for him/herself must notify the immediate supervisor if job performance could be affected by that medication.

Refusal to sign a consent form and submit to substance abuse testing will be deemed insubordination, subjecting the employee to disciplinary action, up to and including dismissal. An employee is required to report any conviction, probation, or deferred adjudication for a criminal drug offense to his/her supervisor within five (5) calendar days of that ruling.

The City provides an Employee Assistance Program, through Neighborhood Youth and Family Counseling (NYFC) and our CORPlan health insurance plan, which is designed to assist employees and/or their dependents with personal or behavioral problems that have or could adversely affect job performance.

All employees shall receive and acknowledge the City's policy on a drug-free workplace. All newly hired employees shall receive a copy of the policy upon reporting for duty.

Originally effective March 12, 1991
Revised September 15, 1992, March 1, 1994, and August 13, 2003

Attachment 1 – Drug Free Workplace Acknowledgement